

CITY OF BETHLEHEM

INTER DEPARTMENTAL CORRESPONDENCE

MEMORANDUM

TO: Robert Donchez - Mayor
Louise Kelchner - City Clerk
Members of City Council

FROM: George Yasso
City Controller

SUBJECT: Quarterly Report - Controller (October-December)

DATE: January 30, 2017

I am submitting for your review, a summary of the financial expenditures and contractual commitments made by the City of Bethlehem in the fourth quarter of 2016 along with the year to date totals.

Attachment #1 provides for the cash expended and is broken down by the following categories:

- Checks Dispersed
- P-Card(s)
- General/Payroll Accounts (approximate)
- Other Checking Accounts

Total Cash Outlay (not including Escrow and Trustee Accounts) was \$33,839,098 (\$116,954,199 YTD) with \$12,496,900 (\$49,928,148 YTD) going towards the total city payroll. Total 2016 payroll costs increased by approximately \$1.04M with the majority for the 27th pay and the remainder included annual raises, the year -end retirement incentive and payouts for unused vacation and sick time. Total 2016 non-payroll expenses through the operating funds increased approximately \$5M compared to 2015 (\$42M vs \$37M). The majority of this increase (\$4.8M) was for Water & Sewer Capital.

In addition to the financial information highlighting the cash that was paid out in the fourth quarter, there were approximately 149 (1,392 YTD) Purchase Orders processed and 1,250 (5,140 YTD) general account checks sent out.

Attachment #2 provides the quarterly statistics on individual Purchase Orders issued, Blanket Purchase Orders, along with confirming Purchase Order statistics. Attachment #3 delineates the year to date statistics on purchase orders and confirming purchase orders.

We continue to attend Bethlehem Authority meetings, as well as most of the City Council and Council Committee meetings as appropriate. The Controller's office is also involved in the continuing CI Purchasing and Council Meetings and Safety Committee Meetings.

The Controller's office has a rotating seat on the Pension Board which meets the first Friday of every month. All board meetings to date have been attended. The Controller's office continues to discuss contracts and purchase orders of concern with the Solicitor's office and Administration.

**Memo-Mayor
Quarterly Report-Controller-(October-December 2016)
January 30, 2017**

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Please review the list below of other activities:

	<u>Qtr. #</u>	<u>Qtr. \$</u>	<u>YTD #</u>	<u>YTD \$</u>
Audited General Acct. Checks	1,250	\$ 10,366,006	5,145	\$ 41,862,955
Purchasing Card Transactions	999	194,018	2,976	601,614
Other Acct. Checks & Transactions (1)	142	11,651,689	499	37,474,804
Reviewed & Audited Petty Cash				
Reimbursements	19	6,591	50	21,551
Employee Mileage & Expense	29	7,109	120	27,536
Reviewed & approved Purchase Orders (see attached)	149	596,001	1,392	15,313,034
Reviewed & approved contracts/ Agreements (outlined below)	58	3,203,185	347	25,675,714
Construction Contracts	12	797,051	73	7,337,184
Employment Related Contracts	4	8,649	31	903,696
Services & Goods Contracts	17	483,147	128	9,652,143
Grants & Revenue Agreements	7	1,164,922	32	4,234,853
Use Permits, Developer & other Agreements (2)	18	749,417	83	3,547,838

(1) Adjusted for escrow transactions on city P-cards; adjusted year-to-date amount.

(2) Developer agreements may include amounts for letters of credit that may never be used (8 Total; \$3,187,778 YTD).

NOTE: The quarterly and year-to-date (YTD) information may have variances from the previous reports due to voided or adjusted amounts. The year-to-date numbers have been reconciled.

- Input information for the PA Gaming website to project anticipated revenues and confirm actual quarterly receipts.
- Review with the departments any outstanding Miscellaneous Accounts Receivables (ongoing).
- Examined and reviewed situations regarding contracts and purchase orders needing additional investigation and follow-up.
- Responded to and resolved one call on the Controller's hotline (YTD 25).
- Our office continues to meet with the Purchasing and Legal Departments to develop a more documented and streamlined process for purchase orders and contracts. Guidelines and clarification for future Capital purchases were developed this quarter.

Specific detailed back-up on the information provided is available upon request.

If you have any questions, please feel free to contact Gene Auman or myself in the Controller's Office at extension 7120.

Cc: David Brong, Business Administrator
Mark Sivak, Director of Budget & Finance
Linnea Lazarchak, Financial Services Director
Blake Kleintop, IS Website Manager

Controller's 4th quarter 2016 report attachments xls

Cash Expended Fourth Quarter 2016 and Year-To-Date

ATTACHMENT # 1

	# of chks/ trans- actions	Dollar Amount	General	911	Golf	Liquid Fuels	Water	Sewer	Water Capital	Sewer Capital	NUCI - Non Utility Capital	Total	YTD TOTAL **
4th Quarter													
Check Summary	1,250	\$ 10,366,006	\$ 4,532,853	\$ 131,196	\$ 36,082	\$ 293,712	\$ 429,738	\$ 749,492	\$ 1,279,562	\$ 1,940,859	\$ 972,513	\$ 10,366,006	\$ 41,862,955
P-Card Summary	997	\$ 193,936	\$ 147,276	\$ 2,308	\$ 5,991	\$ 2,552	\$ 27,386	\$ 8,182	\$ -	\$ -	\$ 240	\$ 193,936	\$ 600,952
TOTAL	2,247	\$ 10,559,942	\$ 4,680,129	\$ 133,504	\$ 42,073	\$ 296,265	\$ 457,124	\$ 757,674	\$ 1,279,562	\$ 1,940,859	\$ 972,753	\$ 10,559,942	\$ 42,463,907
Y-T-D TOTAL	8,105	42,463,907	18,301,763	485,978	325,345	1,108,897	2,065,441	3,278,351	2,712,792	10,135,660	4,049,680	\$42,463,907	
Payroll accounts (inc. tax payments)			\$ 10,020,149	\$ 348,786	\$ 132,058	\$ 18,487	\$ 1,050,930	\$ 926,490				\$12,496,900	\$ 49,928,148
Payroll and general account sub-total for QTR			\$ 14,700,278	\$ 482,289	\$ 174,130	\$ 314,752	\$ 1,856,839	\$ 3,083,879	\$ 1,279,562	\$ 1,940,859	\$ 972,753	\$23,056,841	\$ 92,392,056
Other accounts (Sub-Total below)												\$10,782,256	\$ 24,562,143
TOTAL CASH OUTLAY												\$33,839,098	\$ 116,954,199

Other Checking Accounts					
	# QTD	\$ QTD	# YTD	\$ YTD	
Consolidated Cash	58	\$ 7,817,196	122	\$ 12,127,172	4th Qtr includes MMO payments \$7,804,892
Capital Account	2	\$ 10,000	2	\$ 10,000	
Medical Benefits	27	\$ 2,955,060	99	\$ 11,872,161	Includes 13 direct transfers per quarter for Capital Blue Cross
Water & Sewer	0	\$ -	3	\$ 552,810	
SUB-TOTAL	87	\$ 10,782,256	226	\$ 24,562,143	
City Trustee Acc't	0	\$ -	0	\$ -	
Escrow**	55	\$ 869,432	273	\$ 12,912,661	Includes 11 P-Card payments not included above (\$662)
SUB-TOTAL	55	\$ 869,432	273	\$ 12,912,661	These accounts are for holding other's cash and internal transfers
TOTAL	142	\$ 11,651,689	499	\$ 37,474,804	

2015 & prior years costs paid in 2016					
	# QTD	\$ QTD	# YTD	\$ YTD	
Checks	4	\$ 154,785	353	\$ 6,082,886	
P-Cards	0	\$ -	121	\$ 32,669	
	4	\$ 154,785	474	\$ 6,115,554	14.4%

% 2015 paid to 2016 1.5% based upon total checks/P-Card expenses paid

* These amounts includes all invoices/services prior to 1/1/16 for all departments and funds

** Includes previous quarterly adjustments

End of Quarter Statistics on PO's Issued Oct - Dec 2016													Attachment # 2	
Dept (1)	Bureau	Blanket \$ per Quarter	Regular \$ per Quarter	Total \$ per Quarter (3)	\$ %	# Blanket	# Regular	# Total	# %	Confirm #	Confirm \$	% Confirm	% Confirm #	
Elected Officials														
		\$ -	\$ 5,777.28	\$ 5,777.28	1.0%	0	4	4	2.7%	0	\$0.00	0.0%	0.0%	
	City Council	\$ -	\$ -	\$ -		0	0	0						
	Mayor	\$ -	\$ -	\$ -		0	0	0						
	Controller	\$ -	\$ -	\$ -		0	0	0						
	Legal	\$ -	\$ 5,777.28	\$ 5,777.28		0	4	4						
Administration														
		\$ -	\$ 34,415.16	\$ 34,415.16	5.8%	0	18	18	12.1%	7	\$14,002.30	40.7%	38.9%	
	Admin.	\$ -	\$ 2,641.45	\$ 2,641.45		0	3	3		3	\$8,632.30	326.8%	100.0% (3)	
	Infor.Srvs	\$ -	\$ 23,641.55	\$ 23,641.55		0	10	10		4	\$5,370.00	22.7%	40.0%	
	Financial Srvs	\$ -	\$ -	\$ -		0	0	0						
	Purchasing	\$ -	\$ 7,609.16	\$ 7,609.16		0	3	3						
	Tax	\$ -	\$ -	\$ -		0	0	0						
	Human Res.	\$ -	\$ 523.00	\$ 523.00		0	2	2						
Comm & Econ Dev.														
		\$ -	\$ 109,023.00	\$ 109,023.00	18.3%	0	12	12	8.1%	15	\$34,995.91	32.1%	125.0%	
	Comm. Dev.	\$ -	\$ 5,480.00	\$ 5,480.00		0	2	2		3	\$20,652.18	376.9%	150.0% (4)	
	Health	\$ -	\$ 10,235.00	\$ 10,235.00		0	5	5		5	\$3,779.78	36.9%	100.0% (3)	
	Code Enforce	\$ -	\$ -	\$ -		0	0	0						
	Plan & Zoning	\$ -	\$ 75.00	\$ 75.00		0	1	1		2	\$200.00	266.7%	200.0% (3)	
	Recycling	\$ -	\$ 93,233.00	\$ 93,233.00		0	4	4		5	\$10,363.95	11.1%	125.0% (3)	
Parks & Public Property														
		\$ -	\$ 140,094.34	\$ 140,094.34	23.5%	0	43	43	28.9%	15	\$20,510.86	14.6%	34.9%	
	P&P Admin	\$ -	\$ 107,702.92	\$ 107,702.92		0	21	21		1	\$2,580.34	2.4%	4.8%	
	P&P Bldg. Maint	\$ -	\$ 19,225.57	\$ 19,225.57		0	13	13		5	\$6,683.80	34.8%	38.5%	
	Recreation	\$ -	\$ 5,123.00	\$ 5,123.00		0	4	4		2	\$4,053.80	79.1%	50.0%	
	Parks Maint.	\$ -	\$ 2,600.00	\$ 2,600.00		0	1	1						
	Golf Fund	\$ -	\$ 5,442.85	\$ 5,442.85		0	4	4		7	\$7,192.92	132.2%	175.0% (3)	
Public Works (2)														
		\$ 1,343.75	\$ 98,708.90	\$ 100,052.65	16.8%	1	18	19	12.8%	20	\$47,345.59	47.3%	105.3% (3)	
	Public Works	\$ 1,343.75	\$ 85,518.90	\$ 86,862.65		1	17	18		7	\$17,179.27	19.8%	38.9%	
	Mech Maint.	\$ -	\$ 13,190.00	\$ 13,190.00		0	1	1		13	\$30,166.32	228.7%	1300.0% (4)	
Police Dept (inc 911) (2)														
	Police	\$ -	\$ 3,875.45	\$ 3,875.45	0.7%	0	5	5	3.4%	6	\$17,407.51	449.2%	120.0% (3)	
Fire Dept														
		\$ -	\$ 1,915.00	\$ 1,915.00	0.3%	0	4	4	2.7%	0	\$0.00	0.0%	0.0%	
	Fire	\$ -	\$ 763.00	\$ 763.00		0	2	2						
	EMS	\$ -	\$ 1,152.00	\$ 1,152.00		0	2	2						
Water Fund (2)														
	Water	\$ 10,000.00	\$ 183,695.82	\$ 193,695.82	32.5%	1	41	42	28.2%	2	\$7,365.54	3.8%	4.8%	
Sewer Fund (2)														
	Wastewater	\$ 5,500.00	\$ 1,652.00	\$ 7,152.00	1.2%	1	1	2	1.3%	4	\$12,092.19	169.1%	200.0% (3)	
TOTAL														
		\$ 16,843.75	\$ 579,156.95	\$ 596,000.70	100%	3	146	149	100%	69	\$153,719.90	25.8%	46.3%	
		2.8%	97.2%			2.0%	98.0%		100%	46.3%	25.8%			

(1) Non Utility Capital items and grants are included under the individual Dept/ Bureau

(2) These departments are not broken down further into individual bureaus

(3) These represent original Purchase Orders and no change orders which may increase total encumbered funds and are not actual expenses paid

(4) Two confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 8,200)

End of Quarter Statistics on PO's Issued January - December 2016

Attachment # 3

Dept (1)	Bureau	Blanket \$ per		Regular \$ per		Total \$ per		#	#	#	Confim	Confim	Attachment # 3	
		Quarter	Quarter	Quarter (3)	\$ %	Blanket	Regular						Total	# %
Elected Officials		\$ 7,619.65	\$ 6,713.78	\$ 14,333.43	0.1%	2	8	10	0.7%	1	\$ 87.50	0.6%	10.0%	
	City Council	\$ 7,619.65	\$ 586.50	\$ 8,206.15		2	2	4		1	\$ 87.50	1.1%	25.0%	
	Mayor	\$ -	\$ -	\$ -		0	0	0		0	\$ -			
	Controller	\$ -	\$ -	\$ -		0	0	0		0	\$ -			
	Legal	\$ -	\$ 6,127.28	\$ 6,127.28		0	6	6		0	\$ -			
Adminstration		\$ 2,828,984.48	\$ 1,761,790.30	\$ 4,590,774.78	30.0%	21	168	189	13.6%	40	\$ 290,688.42	6.3%	21.2%	
	Admin.	\$ 2,478,934.00	\$ 457,030.35	\$ 2,935,964.35		8	28	36		17	\$ 124,532.00	4.2%	47.2% (4)	
	Infor.Srvs	\$ 234,500.00	\$ 359,138.55	\$ 593,638.55		5	51	56		11	\$ 113,982.00	19.2%	19.6%	
	Financial Srvs	\$ -	\$ 49,229.51	\$ 49,229.51		0	8	8		1	\$ 596.88	1.2%	12.5%	
	Purchasing	\$ 35,050.48	\$ 828,067.11	\$ 863,117.59		4	67	71		2	\$ 18,784.70	2.2%	2.8%	
	Tax	\$ 60,000.00	\$ -	\$ 60,000.00		1	0	1		1	\$ 20,408.84	34.0%	100.0% (3)	
	Human Res.	\$ 20,500.00	\$ 68,324.78	\$ 88,824.78		3	14	17		8	\$ 12,384.00	13.9%	47.1%	
Comm. & Econ. Dev.		\$ 1,533,335.63	\$ 141,527.93	\$ 1,674,863.56	10.9%	52	54	106	7.6%	37	\$ 60,432.64	3.6%	34.9%	
	Comm. Dev.	\$ 217,218.11	\$ 14,013.99	\$ 231,232.10		10	12	22		10	\$ 24,596.17	10.6%	45.5% (4)	
	Health	\$ 27,400.00	\$ 23,565.84	\$ 50,965.84		13	22	35		14	\$ 16,390.46	32.2%	40.0%	
	Code Enforce	\$ 17,500.00	\$ -	\$ 17,500.00		3	0	3		0	\$ -	0.0%	0.0%	
	Plan & Zoning	\$ 49,050.00	\$ 4,515.10	\$ 53,565.10		9	12	21		7	\$ 8,482.10	15.8%	33.3% (4)	
	Recycling	\$ 1,222,167.52	\$ 99,433.00	\$ 1,321,600.52		17	8	25		6	\$ 10,963.91	0.8%	24.0%	
Parks & Public Property		\$ 337,757.01	\$ 757,927.03	\$ 1,095,684.04	7.2%	92	201	293	21.0%	55	\$ 90,345.47	8.2%	18.8%	
	P&P Admin	\$ 22,951.43	\$ 587,242.80	\$ 610,194.23		7	91	98		5	\$ 8,700.53	1.4%	5.1%	
	P&P Bldg. Maint.	\$ 81,069.54	\$ 59,141.99	\$ 140,211.53		32	52	84		22	\$ 22,012.73	15.7%	26.2%	
	Recreation	\$ 42,414.00	\$ 53,126.23	\$ 95,540.23		8	29	37		8	\$ 10,525.52	11.0%	21.6%	
	Parks Maint.	\$ 34,499.92	\$ 24,001.31	\$ 58,501.23		9	14	23		3	\$ 3,094.56	5.3%	13.0%	
	Golf Fund	\$ 156,822.12	\$ 34,414.70	\$ 191,236.82		36	15	51		17	\$ 46,012.13	24.1%	33.3%	
Public Works (2)		\$ 2,543,032.04	\$ 738,006.12	\$ 3,281,038.16	21.4%	161	92	253	18.2%	62	\$ 282,580.94	8.6%	24.5%	
	Public Works	\$ 945,514.25	\$ 712,247.20	\$ 1,657,761.45		64	81	145		38	\$ 234,427.14	14.1%	26.2%	
	Mech Maint.	\$ 1,597,517.79	\$ 25,758.92	\$ 1,623,276.71		97	11	108		24	\$ 48,153.80	3.0%	22.2% (4)	
Police Dept (inc 911) (2)		\$ 174,894.00	\$ 559,666.40	\$ 734,560.40	4.8%	16	108	124	8.9%	16	\$ 117,406.49	16.0%	12.9%	
Fire Dept		\$ 140,268.00	\$ 236,451.52	\$ 376,719.52	2.5%	13	49	62	4.5%	10	\$ 28,791.27	7.6%	16.1%	
	Fire	\$ 81,100.00	\$ 105,726.75	\$ 186,826.75		6	32	38		6	\$ 23,208.81	12.4%	15.8%	
	EMS	\$ 59,168.00	\$ 130,724.77	\$ 189,892.77		7	17	24		4	\$ 5,582.46	2.9%	16.7%	
Water Fund (2)		\$ 1,285,590.14	\$ 1,355,967.02	\$ 2,641,557.16	17.3%	51	201	252	18.1%	11	\$ 168,700.19	6.4%	4.4% (4)	
Sewer Fund (2)		\$ 744,660.00	\$ 158,842.56	\$ 903,502.56	5.9%	79	24	103	7.4%	10	\$ 64,780.90	7.2%	9.7%	
TOTAL		\$ 9,596,140.95	\$ 5,716,892.66	\$ 15,313,033.61	100%	487	905	1,392	100%	242	\$ 1,103,813.82	7.2%	17.4%	
		62.7%	37.3%		100%	35.0%	65.0%		100%	17.4%	7.2%			

(1) Non Utility Capital items and grants are included under the individual Dept/ Bureau

(2) These departments are not broken down further into individual bureaus

(3) These represent original Purchase Orders and no change orders which may increase total encumbered funds and are not actual expenses paid

(4) Seven confirming amounts were contracts that were not signed/encumbered when services/goods were provided (\$ 231,333)